

## **VI. INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP)(34 CFR 303.340)**

The State of Missouri ensures that the State's system of early intervention services includes policies and procedures for the development of IFSPs that meet the requirements of this section and 34 CFR 303.341 through 303.346.

The State of Missouri assures that a current IFSP is in effect and implemented for each eligible child and the child's family.

Each child that is eligible for the State's early intervention service system is entitled to an IFSP that addresses the needs of the child and family. This is a written plan that outlines the provision of early intervention services for the child and family. The plan must:

1. be developed jointly by the family and appropriate qualified personnel involved in the provision of early intervention services;
2. be based on the multidisciplinary evaluation and assessment of the child and the assessment of the family; and,
3. include services necessary to enhance the development of the child and the capacity of the family to meet the special needs of the child (34 CFR 303.340).

If there is a dispute between agencies as to whom has responsibility for developing or implementing an IFSP, the DESE shall resolve the dispute or assign responsibility.

### **PROCEDURES FOR IFSP DEVELOPMENT, REVIEW, AND EVALUATION** (34 CFR 303.342)

#### **Meeting to Develop Initial IFSP - Timelines**

For a child who has been evaluated for the first time and determined to be eligible, a meeting to develop the initial IFSP must be conducted within 45 calendar days of the referral.

#### **Periodic Review**

The State of Missouri ensures that the IFSP for a child and the child's family is reviewed every six months, or more frequently if conditions warrant, or if the family requests such a review. The purpose of the periodic review is to determine the degree to which progress toward achieving the outcomes is being made, and whether modification or revision of the outcomes or services is necessary. Meetings or other means that are acceptable to parents and other participants may be used to conduct these reviews. If, as a result of the IFSP review, it is suggested that modifications or revisions to the outcomes or services are needed, then an IFSP Team meeting must be held. Any modifications or revisions made as a result of the meeting shall be reflected in a new IFSP document.

#### **Annual Meeting to Evaluate the IFSP**

The State of Missouri ensures that a meeting is conducted at least annually to evaluate the IFSP for a child and the child's family and, as appropriate to revise its provisions. The annual evaluation of the IFSP includes the requirement to use current evaluations and other information available from the ongoing assessment of the child and family, to determine what early intervention services are needed and will be provided. A new IFSP must be developed at this point in time.

#### **Accessibility and Convenience of Meetings**

The IFSP meetings shall be conducted in settings and at times convenient to families and in the native language of the family or other mode of communication used by the family unless clearly not feasible to do so. Meeting arrangements must be made and written notification provided to the family and other participants early enough before the meeting date to ensure that they will be able to attend.

**Parental Consent For Early Intervention Services** The State of Missouri ensures that the contents of the IFSP shall be fully explained to parents and informed written consent from the parents must be obtained prior to the provision of early intervention services described in the IFSP. If

the parents do not provide consent for a particular early intervention service OR withdraw consent after first providing it, that service may not be provided. The early intervention services to which parental consent is obtained must be provided.

Parents of eligible children may determine if they, their child, or other family member will accept or decline any early intervention service under this part in accordance with state law and may decline such a service after first accepting it without jeopardizing other early intervention services under this part.

NOTE: The requirement for the annual evaluation incorporates the periodic review process. Therefore, it is necessary to have only one separate periodic review each year (i.e., six months after the initial and subsequent annual IFSP meetings), unless conditions warrant otherwise.

Because the needs of infants and toddlers change so rapidly during the course of a year, certain evaluation procedures may need to be repeated before conducting the periodic reviews and annual evaluation meetings in paragraphs (b) and (c) of this section.

#### PARTICIPANTS IN IFSP MEETINGS AND PERIODIC REVIEW (34 CFR 303.343)

Each initial IFSP meeting must include the following participants:

1. the parent or parents of the child;
2. other family members, as requested by the parent(s) if feasible to do so;
3. an advocate or person outside of the family, if the parent requests that the person participate;
4. the intake coordinator who has been working with the family since the initial referral for evaluation
5. a person or persons directly involved in conducting the evaluations and assessments; and,
6. as appropriate, service providers to the child and/or family (34 CFR 303.343).

If an ongoing service coordinator has been successfully identified by the family, that individual may also be invited and participate in the initial IFSP meeting.

Each annual IFSP meeting must include the following participants:

1. the parent or parents of the child;
2. other family members, as requested by the parent(s) if feasible to do so;
3. an advocate or person outside of the family, if the parent requests that the person participate;
4. the ongoing service coordinator that has been designated responsible for the implementation of the IFSP;
5. a person or persons directly involved in conducting the evaluations and assessments; and,
6. as appropriate, service providers to the child and/or family (34 CFR 303.343).

If a person directly involved in conducting an evaluation and/or assessment is unable to attend the IFSP meeting, arrangements must be made for that person's involvement through other means, such as participation by telephone conference call or through pertinent records that are available at the meeting. A knowledgeable authorized representative may also attend the meeting as a substitute for the person unable to attend (34 CFR 303.343 (2)). This includes early intervention service providers who conduct on-going assessments.

#### Periodic IFSP Review- Participants

Each Periodic review must include the following participants:

1. the parent or parents of the child;
2. other family members, as requested by the parent(s) if feasible to do so;
3. an advocate or person outside the family, if the parent requests that the person participate; and,
4. the ongoing service coordinator that has been designated responsible for the implementation of the IFSP.

If conditions warrant, provisions must be made for the participation of the following:

1. a person or persons directly involved in conducting the evaluations and assessments; and,
2. service providers to the child and/or the family.

CONTENT OF THE IFSP (34 CFR 303.344)

Each IFSP must contain the following components:

1. a statement of the child's present levels of physical development (including vision, hearing, and health status), cognitive development, communication development, social or emotional development, and adaptive development based upon professionally acceptable objective criteria;
2. with the concurrence of the family, a statement of the family's resources, priorities, and concerns related to enhancing the development of the child;
3. a statement of the major outcomes expected to be achieved for the child and family; and the criteria, procedures, and timelines used to determine:
  - a. the degree to which progress toward achieving the outcomes is being made, and
  - b. whether modifications or revisions of the outcomes or services are necessary;
4. a statement of the specific early intervention services necessary to meet the unique needs of the child and the family to achieve the outcomes, including the frequency, intensity, and method of delivering the services;
5. a statement of the natural environments in which early intervention services will be provided, including a justification of the extent, if any, to which the services will not be provided in a natural environment;
6. the location of services, and
7. the payment arrangements, if any;
8. other services needed, but not required by Part C. To the extent appropriate, the IFSP must include:
  - a. medical and other services that the child needs, but that are not required by Part C; and
  - b. the funding sources to be used in paying for those services or the steps that will be taken to secure those services through public or private sources. This requirement does not apply to routine medical services such as immunizations and well-baby care unless a child needs those services and the services are not otherwise available or being provided;
9. the projected dates for initiation of the early intervention services (with the exception of the other services required in number 8 as soon as possible after the IFSP meeting);
10. the anticipated duration of the early intervention services;
11. the name of the service coordinator from the profession most immediately relevant to the child's or family's needs (or who is otherwise qualified to carry out all applicable responsibilities) who is responsible for the implementation of the IFSP and coordination with other agencies and persons. The term profession as used in this sentence includes service coordination. In meeting this requirement the agency responsible for coordinating the IFSP meeting will assist the family in the selection of the ongoing service coordinator;
12. A statement of the steps to be taken to support the transition of the child at age three:
  - a. to preschool services under Part B of IDEA to the extent that those services are appropriate, or
  - b. to other services, that may be available, (i.e., Parents as Teachers, Head Start, Child-Care Settings, Title I Preschool Programs, etc.), if appropriate

The steps for transition must include:

1. discussions with, and training of parents regarding future placements and other matters related to the child's transition;
  2. procedures to prepare the child for changes in service delivery including steps to help the child adjust to and function in, a new setting; and
  3. with written parental consent, transmission of information about the child to the local education agency, to ensure continuity of services, including evaluation and assessment information and copies of IFSPs; and,
13. a statement describing assistive technology services or devices as appropriate including:

- 1) identification of the professional who will assist the family with the assistive technology device,
- 2) what outcome(s) the assistive device supports or facilitates,
- 3) the location of the device,
- 4) a statement of the frequency and intensity of the time the device/service is used, and
- 5) method of how the device/service is provided.

The following definitions apply to this part:

- a. frequency and intensity mean the number of days or sessions that a service will be provided, the length of time the service is provided during each session (i.e., twice per month for 45 minutes), and whether the service is provided on an individual or group basis;
- b. location means the actual place or places where a service will be provided; and,
- c. method means, how a service is provided (i.e., whether the service is provided through consultation, family education, and/or direct services).

PROVISION OF SERVICES BEFORE EVALUATION AND ASSESSMENT ARE COMPLETED (34 CFR 303.345)-Interim IFSP

Early intervention services for an eligible child and the child's family may commence before the completion of the evaluation and assessment if the following conditions are met:

1. informed, written parental consent is obtained;
2. an interim IFSP is developed that includes:
  - a. the name of the service coordinator who will be responsible consistent with 303.344 (g) for implementation of the interim IFSP and coordination with other agencies and persons, and
  - b. the early intervention services that have been determined to be needed immediately by the child and the child's family;
3. the evaluation and assessment are completed within 45 calendar days of referral.

The use of an interim IFSP does not release the public system from meeting the 45 calendar day timeline and is rarely used (e.g., for infants as they transition from the NICU to home/community services)

RESPONSIBILITY AND ACCOUNTABILITY (CFR 303.346)

Each agency or person who has a direct role in the provision of early intervention services is responsible for making a good faith effort to assist each eligible child in achieving the outcomes in the child's IFSP. However, Part C of the Act does not require that any agency or person be held accountable if an eligible child does not achieve the growth projected in the child's IFSP.